

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION  
SUPERIOR COURT**

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**CLASS TITLE:** COURT SERVICES MANAGER I  
**DEPARTMENT:** SUPERIOR COURT  
**REPORTS TO:** ASSISTANT COURT EXECUTIVE OFFICER

**CLASS CODE:** 868646  
**FLSA STATUS:** N  
**DATE:** 10/99

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Supervises and performs various complex court services support functions, including: developing court calendar; answering complex questions and resolving problems/issues; maintaining attendance and payroll records; preparing files for trials or other court proceedings; and attending court sessions to record proceedings and provide administrative assistance to the judge.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; maintaining attendance and payroll records; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Serves as a technical resource within assigned unit of court operations, answering complex questions and resolving issues.

May conduct legal research and assist in the review of policies, procedures and administrative matters and make recommendations for revisions.

Coordinates interpreting services for courts.

Maintains information on legislative policy changes and disseminates information to staff concerning same.

Coordinates various special projects, including changes in computer operating systems.

Attends court sessions and processes documents and actions, to include: recording proceedings and court actions in summary and/or narrative form to accurately reflect case proceedings; reviewing case files and advising judge, attorneys, litigants on sufficiency and timeliness of documents and files; updating calendar and notifying parties of changes; reading verdicts; administering oaths; marking and maintaining records of exhibits; computing and collecting fees, fines and/or bail and issuing receipts; disposing of cases; and providing assistance to judges.

Processes appeals including: gathering applicable files; notifying court reporters of transcripts that will be required; and forwarding information to applicable court.

Processes felony documents including: ensuring information is accurate; binding cases over to Superior Court; entering applicable information into the computer; printing minutes; setting up and maintaining case files; and forwarding to applicable court.

Assigns attorneys to officiate over settlement conferences, mailing out notices and issuing court orders related to same.

Assists with jury operations.

Answers telephone calls and greets visitors and the general public, provides customer service and support; responds to inquiries and/or directs individuals to the appropriate area or assists them with information; accepts fine payments; sets up court dates; and checks court records.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail, distributes faxes and email.

Processes citations, criminal complaints, motions, orders and/or other complex legal documents, to include: examining documents for completeness, validity and jurisdiction; filing documents; completing related forms; setting up payment plans; sending orders; preparing, issuing and recalling warrants; transferring citations; and disposing of cases.

Enters and retrieves citations, statistics and other legal information from a computer terminal and uses the computer system to retrieve a variety of daily, monthly and yearly and special reports.

Prepares court calendar, pulls and organizes related files and re-files information.

Examines status of cases and notifies appropriate agencies of findings.

Takes in, accounts for and issues receipts for money.

Generates cash reports, counts monies, balances same and/or makes bank deposits.

Performs background checks by accessing computer information, completing research forms and forwarding to requesting party.

Sets up files for clients/cases, files information, distributes to staff members and maintains same.

Makes certified copies of legal documents and/or indexes same.

Contacts Sheriff's Office to arrange transports.

Processes bail bonds.

Types letters, memos, labels, etc. or other correspondence on a word processor or typewriter.

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Photocopies reports, citations, memos, and other documents.

Monitors availability of informational forms, applications and handouts.

Orders office supplies and manages inventory.

Maintains office equipment.

Verifies and investigates reports and return mail; completes related searches and updates computer system.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal

Typewriter

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED equivalent; and,

Three to four to years of progressively responsible experience performing court services functions; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

Policies and procedures and departmental operating standards in assigned department.

Court room operations and protocol, including administering oaths and marking exhibits.

Record keeping, report preparation, filing methods and records management techniques.

Basic accounting processes.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (fax), and telephone systems.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

**Mental and Physical Abilities:**

Ability to read and comprehend instructions, citations, orders, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.